MACQUARIE University

Application and Project Lifecycle Information (APLI) Researcher User Guide

Pre-Award

APLI Instructions
Version 1.1

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ResearchMaster Online Forms

Application and Project Lifecycle Information (APLI) Form submission will be done online via Research Master Online Forms in Integrated Research Information System (IRIS). You are required to log in to IRIS, complete the form called Application and Project Lifecycle Information (APLI) and submit to the next level of approval. All input is initiated through the *My Project Requests* link that allows you to build your APLI incrementally before the final submission. This manual will help you to accurately input your data into the form and provide contact details of personnel in the Research Office who will be able to assist you if needed.

Before You Start Please Note

- You will be able to clone that Application and Project Lifecycle Information (APLI) and reuse it for your next Application and Project Lifecycle Information (APLI).
  Note: *Make sure that the* Application and Project Lifecycle Information (APLI) Form *that you are cloning* ***must be*** *APLI V1.1 as older versions may include different questions and approval processes.*
- The Application and Project Lifecycle Information (APLI) Form will automatically create an entry in Macquarie University's Integrated Research Information System (IRIS) so that both you and the Research Office can track your APLI's progress.

Getting Help

In addition to this instructional guide, there are several ways to get help or find information to assist you:

- Applying for Grants:
  http://www.research.mq.edu.au/for/researchers/applying_for_grants
- Research Grants Pre-Award Team Email Address:
  research.preaward@mq.edu.au
- Phone Contacts:
  Research Office Pre-Award Team: 9850 4193 or 9850 4462 or 9850 4877
- For all technical issues, please contact IRIS Help on 9850 4455 or report the issue via OneHelp
  http://help.mq.edu.au/

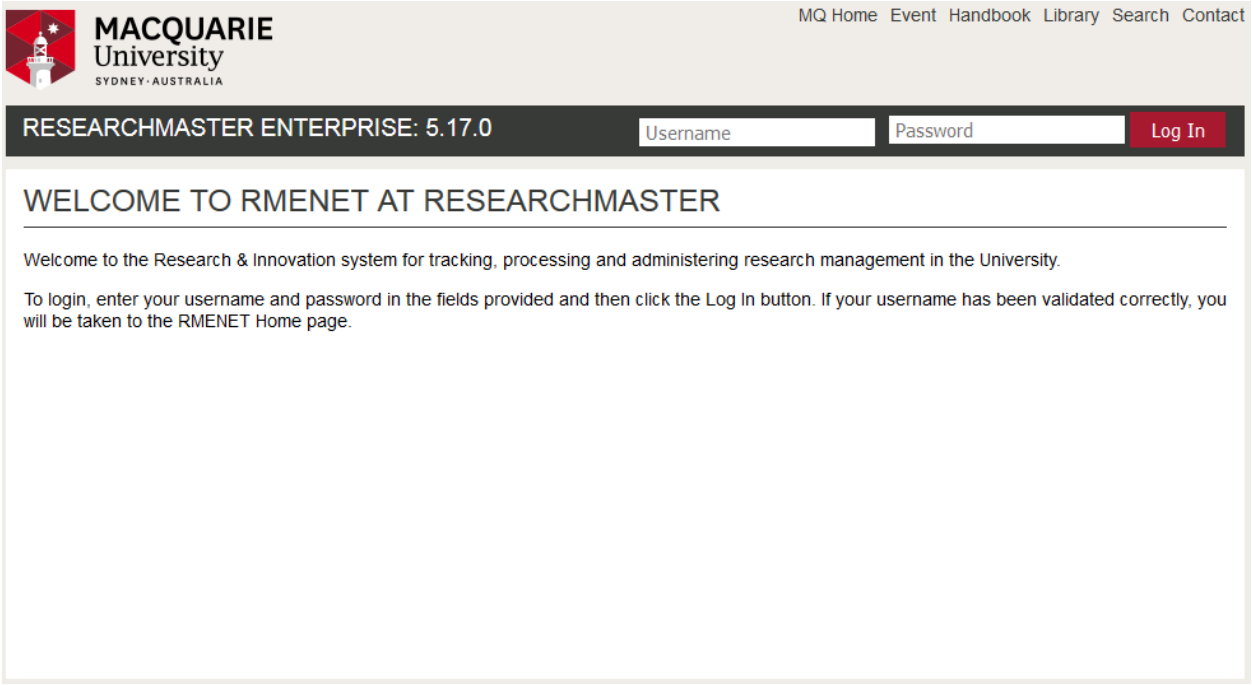
Browser Compatibility

IRIS eForms are compatible and supported with Mozilla Firefox (any version), Chrome (any version) and some versions of Internet Explorer.

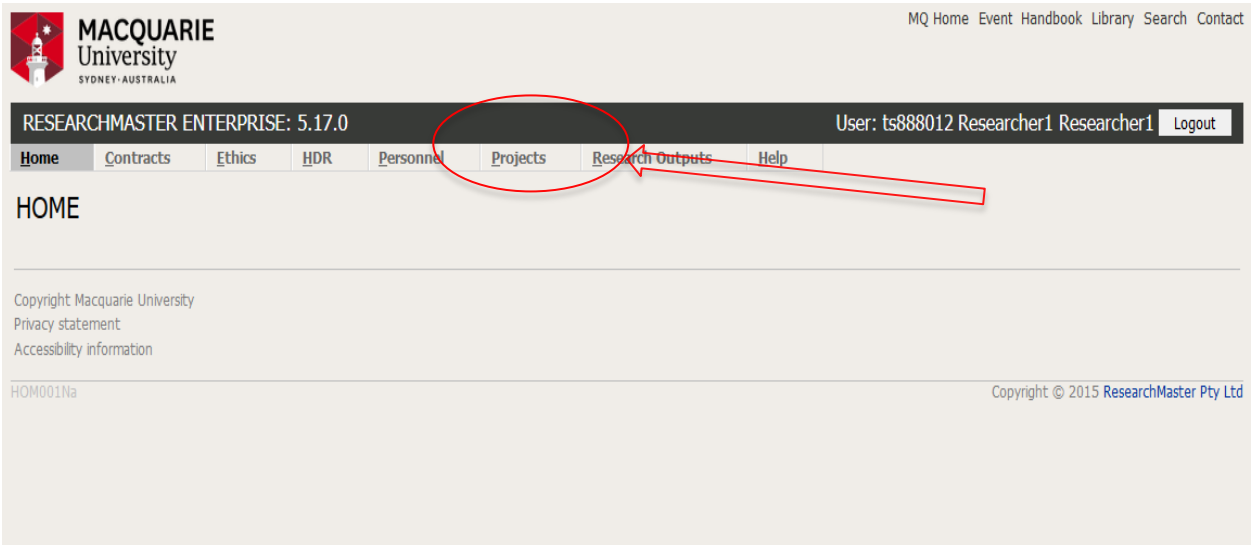
How to Log In

STEP 1: Click on the following URL: https://iris.mq.edu.au/rmenet/ (or copy and paste this URL into a web browser) to access the following screen where you can login.

Your User Name and Password will be your OneID username (e.g. MQ20151234) and password

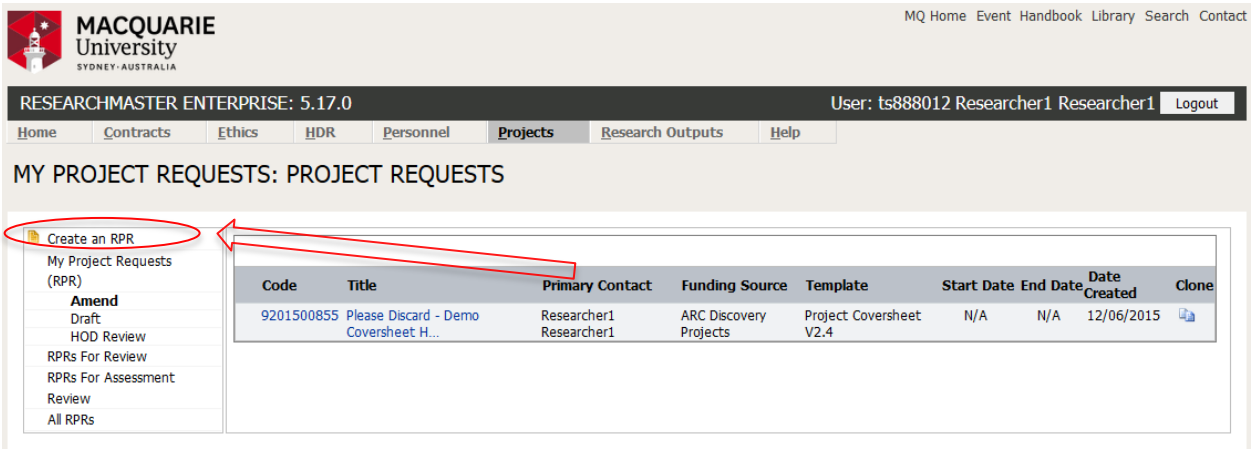

MACQUARIE University
SYDNEY·AUSTRALIA
MQ Home Event Handbook Library Search Contact
RESEARCHMASTER ENTERPRISE: 5.17.0
Username
Password
Log In
WELCOME TO RMENET AT RESEARCHMASTER
Welcome to the Research & Innovation system for tracking, processing and administering research management in the University.
To login, enter your username and password in the fields provided and then click the Log In button. If your username has been validated correctly, you will be taken to the RMENET Home page.

STEP 2: Once you've logged in, you will be on the Home screen as shown below. Select **Projects >> My Project Requests** from the main commands across the top as shown below:



Creating a Application and Project Lifecycle Information (APLI)

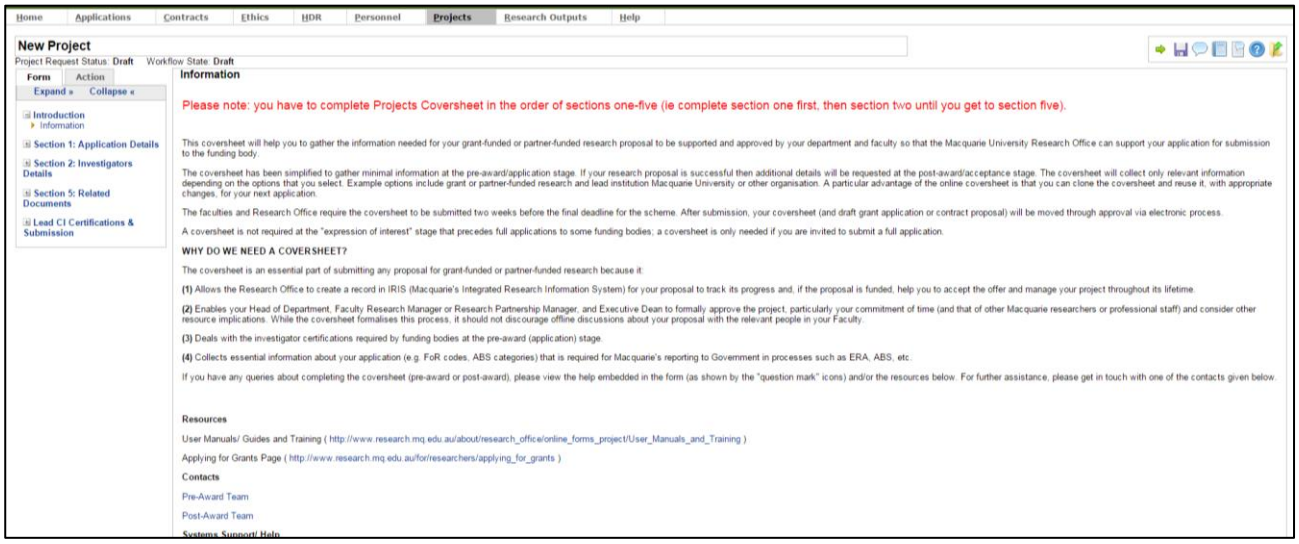
STEP 1: My Project Requests is the overview of all the Application and Project Lifecycle Information (APLI) forms that you have created. Select **Create a RPR** (Research Project Request) as shown here:


MACQUARIE University
SYDNEY·AUSTRALIA
MQ Home Event Handbook Library Search Contact
RESEARCHMASTER ENTERPRISE: 5.17.0
User: ts888012 Researcher1 Researcher1
Logout
Home Contracts Ethics HDR Personnel Projects Research Outputs Help
MY PROJECT REQUESTS: PROJECT REQUESTS
Create an RPR
My Project Requests (RPR)
Amend
Draft
HOD Review
RPRs For Review
RPRs For Assessment
Review
All RPRs
Code Title Primary Contact Funding Source Template Start Date End Date Date Created Clone
9201500855 Please Discard - Demo Coversheet H... Researcher1 Researcher1 ARC Discovery Projects Project Coversheet V2.4 N/A N/A 12/06/2015

System Navigation

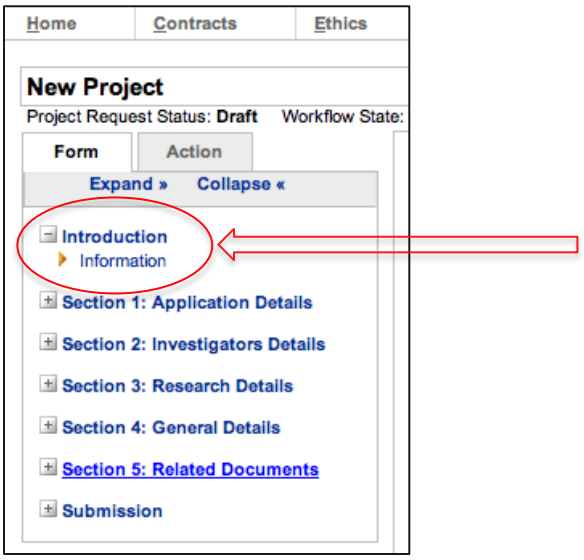
Once created, the Application and Project Lifecycle Information (APLI) opens up into the Information section (shown below) where you can see basic information on what Resources and Contacts are available should you require assistance.

Information


Home Applications Contracts Ethics HDR Personnel Projects Research Outputs Help
New Project
Project Request Status: Draft Workflow State: Draft
Form Action
Expand » Collapse «
Introduction
Information
Section 1: Application Details
Section 2: Investigators Details
Section 5: Related Documents
Lead CI Certifications & Submission
Information
Please note: you have to complete Projects Coversheet in the order of sections one-five (ie complete section one first, then section two until you get to section five).
This coversheet will help you to gather the information needed for your grant-funded or partner-funded research proposal to be supported and approved by your department and faculty so that the Macquarie University Research Office can support your application for submission to the funding body.
The coversheet has been simplified to gather minimal information at the pre-award/application stage. If your research proposal is successful then additional details will be requested at the post-award/acceptance stage. The coversheet will collect only relevant information depending on the options that you select. Example options include grant or partner-funded research and lead institution Macquarie University or other organisation. A particular advantage of the online coversheet is that you can clone the coversheet and reuse it, with appropriate changes, for your next application.
The faculties and Research Office require the coversheet to be submitted two weeks before the final deadline for the scheme. After submission, your coversheet (and draft grant application or contract proposal) will be moved through approval via electronic process.
A coversheet is not required at the "expression of interest" stage that precedes full applications to some funding bodies; a coversheet is only needed if you are invited to submit a full application.
WHY DO WE NEED A COVERSHEET?
The coversheet is an essential part of submitting any proposal for grant-funded or partner-funded research because it:
(1) Allows the Research Office to create a record in IRIS (Macquarie's Integrated Research Information System) for your proposal to track its progress and, if the proposal is funded, help you to accept the offer and manage your project throughout its lifetime.
(2) Enables your Head of Department, Faculty Research Manager or Research Partnership Manager, and Executive Dean to formally approve the project, particularly your commitment of time (and that of other Macquarie researchers or professional staff) and consider other resource implications. While the coversheet formalises this process, it should not discourage offline discussions about your proposal with the relevant people in your Faculty.
(3) Deals with the investigator certifications required by funding bodies at the pre-award (application) stage.
(4) Collects essential information about your application (e.g. FoR codes, ABS categories) that is required for Macquarie's reporting to Government in processes such as ERA, ABS, etc.
If you have any queries about completing the coversheet (pre-award or post-award), please view the help embedded in the form (as shown by the "question mark" icons) and/or the resources below. For further assistance, please get in touch with one of the contacts given below.
Resources
User Manuals/ Guides and Training (http://www.research.mq.edu.au/about/research_office/online_forms_project/User_Manuals_and_Training)
Applying for Grants Page (http://www.research.mq.edu.au/for/researchers/applying_for_grants)
Contacts
Pre-Award Team
Post-Award Team
Systems Support/ Help

Navigation for Each Section

New Project Pane



Information Only.

There are two tabs visible from every section: 1) Form, 2) Action. There are simple hyperlinked commands for Expanding and Collapsing the tree in this pane as you progress through your APLI Form.

As soon as you click on **Information,** the yellow triangle (as shown here) automatically becomes a green tick.

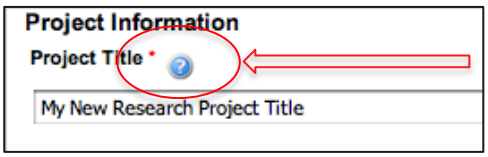
Command & Help Icons

Help and Navigational Icons

Help and Navigational Icons are grouped at the top right of the window. These are called (from left to right):

1. Next Page
2. Save
3. APLI Comments
4. Reports
5. Page Comments
6. Help
7. Exit

Help Icon



Context-sensitive Help

Context-sensitive help is available for every question in each section throughout the APLI by moving your mouse key over this blue question mark.

Next Page Icon

Navigation and Confirmation

Selecting this icon (found at top right and bottom right of each screen) takes you to the next section.

Throughout the APLI, you'll be entering data into the various forms. Once you have confirmed that everything is correct, you simply confirm by selecting the green tick mark at the bottom right of this dialog box (or Cancel by hitting the red cross icon).

Note!

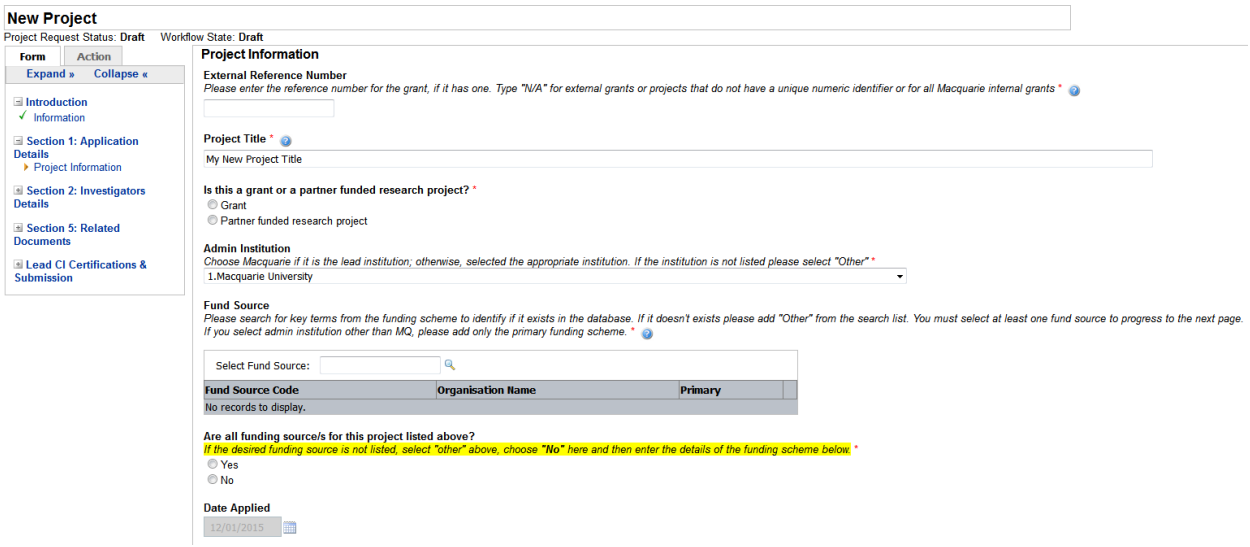
Navigating away from a page automatically saves information that you have filled in. It's still a good idea to use the **Save** icon in the top right Commands bar on a regular basis.

Section 1: Application Details

Basic project information is entered in the Application Details section under Project Information. This includes a number of fields related to the administration and financial aspects of your Project.

To access this section, click on **Section 1: Application Details** and then click on **Project Information**.

Note: be sure that you understand if you are applying for a Grant or a Partner Funded Research Project before you begin this section.


New Project
Project Request Status: Draft
Workflow State: Draft
Form
Action
Expand »
Collapse «
Introduction
Information
Section 1: Application Details
Project Information
Section 2: Investigators Details
Section 5: Related Documents
Lead CI Certifications & Submission
Project Information
External Reference Number
Please enter the reference number for the grant, if it has one. Type "N/A" for external grants or projects that do not have a unique numeric identifier or for all Macquarie internal grants *
Project Title *
My New Project Title
Is this a grant or a partner funded research project? *
Grant
Partner funded research project
Admin Institution
Choose Macquarie if it is the lead institution; otherwise, selected the appropriate institution. If the institution is not listed please select "Other" *
1.Macquarie University
Fund Source
Please search for key terms from the funding scheme to identify if it exists in the database. If it doesn't exists please add "Other" from the search list. You must select at least one fund source to progress to the next page. If you select admin institution other than MQ, please add only the primary funding scheme. *
Select Fund Source:
Fund Source Code
Organisation Name
Primary
No records to display.
Are all funding source/s for this project listed above?
If the desired funding source is not listed, select "other" above, choose "No" here and then enter the details of the funding scheme below. *
Yes
No
Date Applied
12/01/2015

Project Information

If you are applying for a Partner Funded Research Project, there are three fields that are different from those for a Grant that you need to be aware of.

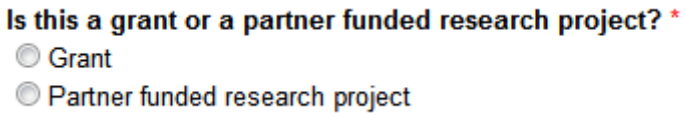
Instructions

**** (asterisk) sign***	**Required.** Any field marked with a red asterisk is a required field and must be completed before you can proceed.
External Reference Number **External Reference Number** *Please enter the reference number for the grant*	**Required.** The External Reference Number is the unique identifier that many funding bodies use to distinguish Projects. Type “N/A” for external grants or projects without a unique identifier and for all Macquarie internal grants. .
Project Title **Project Information** **Project Title *** My New Research Project Title	**Required.**

Enter the title for your new Research Project here (the title will update to the top of the window once you perform a Save).

Is this a grant or a partner funded research project?

Required.



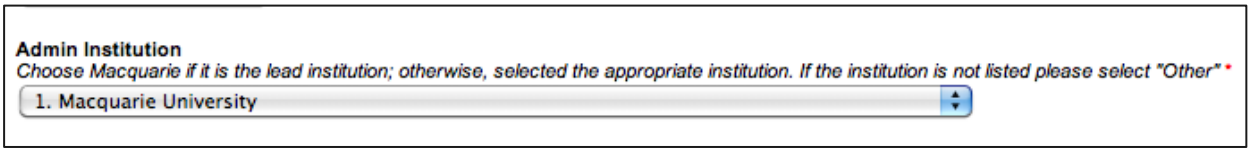
You must choose either:

- ***A Grant***; or
- ***A Partner funded research project***

The choice you make will change the fields accordingly so please choose carefully.

Admin Institution

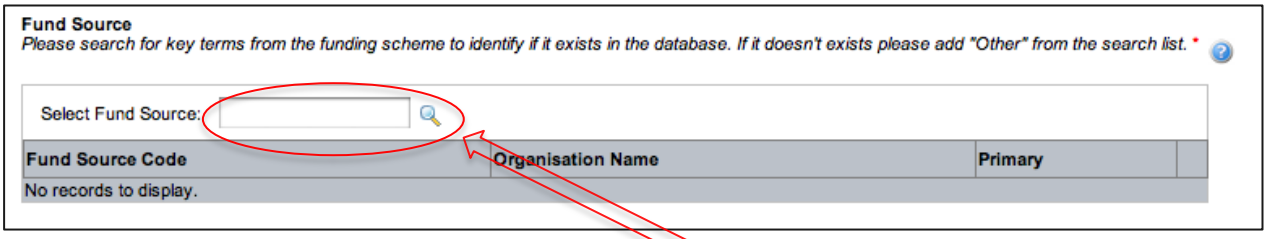
Required.

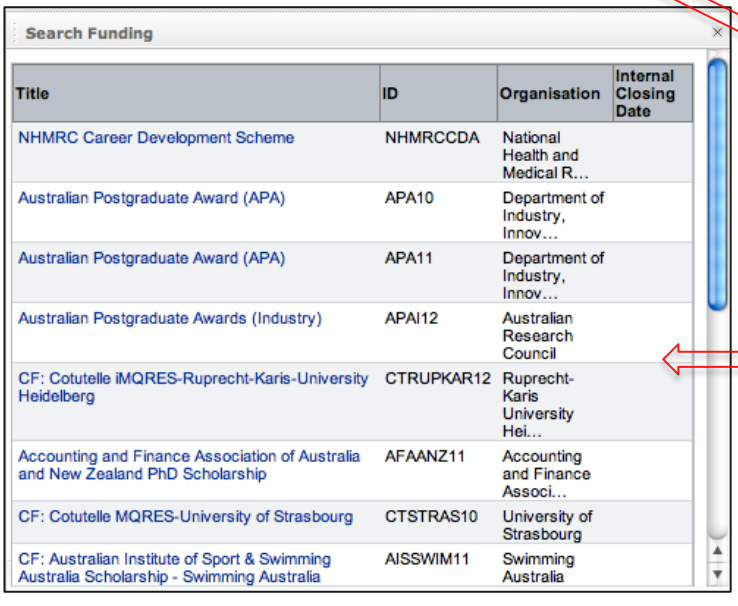

Admin Institution
Choose Macquarie if it is the lead institution; otherwise, selected the appropriate institution. If the institution is not listed please select "Other" *
1. Macquarie University

Choose the Administering Institution of the Project. If the institution is not listed, please select “Other”.

Fund Source

Required.


Fund Source
Please search for key terms from the funding scheme to identify if it exists in the database. If it doesn't exists please add "Other" from the search list. *
Select Fund Source:
Fund Source Code
Organisation Name
Primary
No records to display.



You need to identify the fund source (e.g. the grant scheme or organisation that would fund the research). Enter some search criteria in the **Select Fund Source** text box (i.e. part of the fund source name) and then click the magnifying glass icon to the right of the text box (as shown above).

For example, entering in an ‘A’ will yield the following result set in the **Search Funding** popup dialog as shown here.

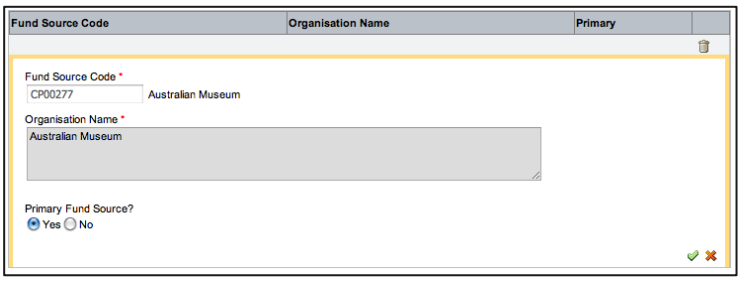
Once you have identified your fund source from the list, click on its title in the box to

add that source to your fund sources.

If there are multiple fund sources, add all other fund sources as you did above for the first fund source.

Note: Once you have added your Fund Sources, follow instructions at ***Fund Source Code***.
If you cannot identify your funding source from the list then search for "Other", and then follow the instructions for this at ***'Other' Fund Source Code***.

Fund Source Code

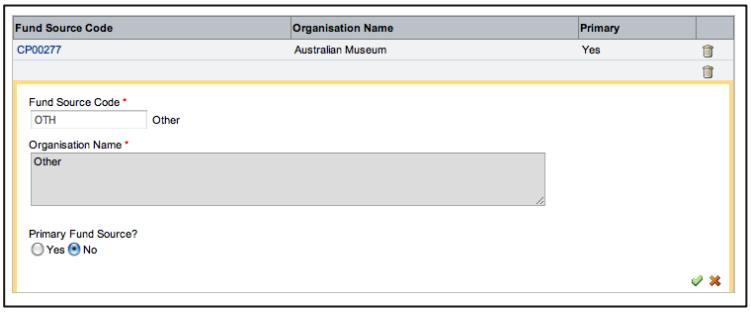


The Fund Source that you selected should now be displayed in the Fund Source Code dialog box, along with its Fund Source Code (this number will appear grey and is not editable). You can also specify whether this source is the Primary Fund Source or not at the bottom by selecting the corresponding radio button.

Once you have confirmed that everything is correct, you need to scroll to the bottom right of the Fund Source box and then confirm by selecting the green tick mark at the bottom right of this dialog box (or Cancel by hitting the red cross icon).

Once confirmed you should see this Fund Source Code reflected in the Fund Source dialog box.

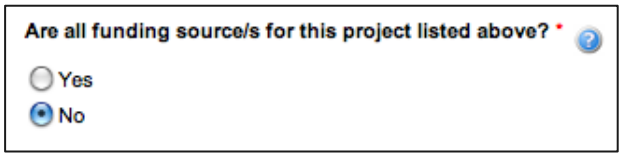
'Other' Fund Source Code



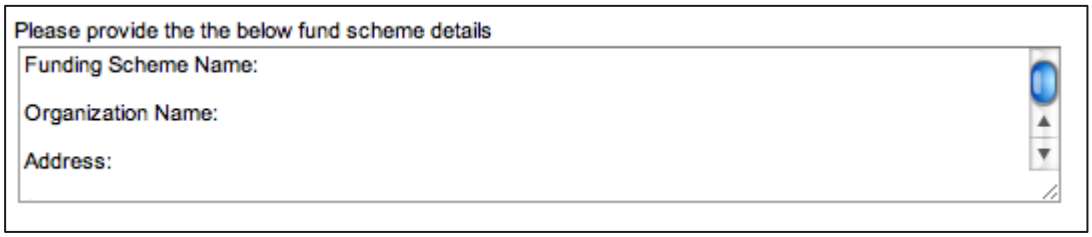
If you cannot identify your fund source from the list then search for and select "Other". This will automatically create a Fund Source called "OTH".

Proceed to Question 7 if you have listed a Fund Source as "Other".

Are all funding sources for this project listed above? **Required.**



When you have listed a funding source as "Other" (from **Fund Source** question), you should select 'No' here and then proceed to the following popup text box. Enter the scheme, organisation, address, and URL.



Does this research align with one or more of the Research Themes outlined in the University's Strategic Research Framework? *
Pedagogies for health and lifelong learning
Health and resilience
Translational medical research
Sensory and cognitive processing
Hearing, language and literacy
Societal transformation
Modes of communication
Ethics, governance and justice
Role, operation and risks in global financial and economic systems
Organisation sustainability, productivity and competitiveness
Living in a changing environment
Exploring planet Earth and beyond
Science and engineering technologies for the 21st Century
Big data: Acquisition, analysis, application and assurance
Not Applicable

Required.

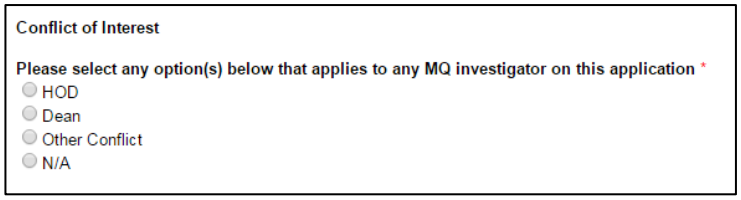
This is automatically generated by the system and is the date the APLI was created.

Section 2: Investigator Details

To access this section, click on the green **Next Page icon** from the previous section or click on **Section 2: Investigator Details** in the left menu.

Investigators

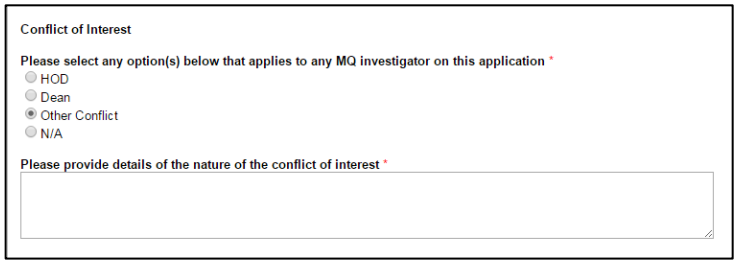
Conflict of Interest



Select the most relevant option that applies to any MQ investigator on this application.

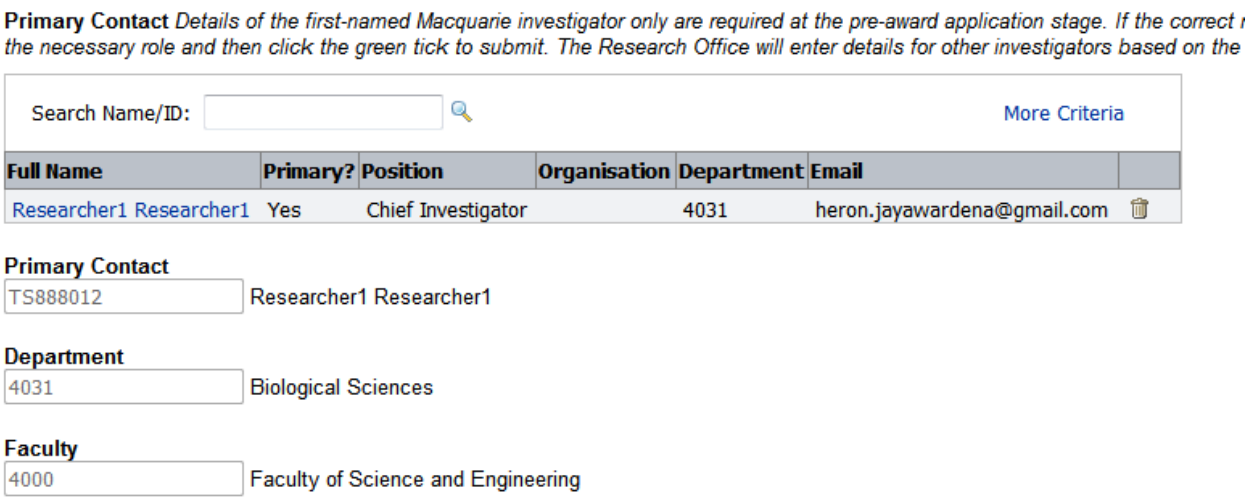
If there are no conflicts then select **N/A**.

If there are multiple conflicts such as HoD and Dean both on application then select **Other Conflict** and specify details (e.g. "HoD & Dean both named on application")

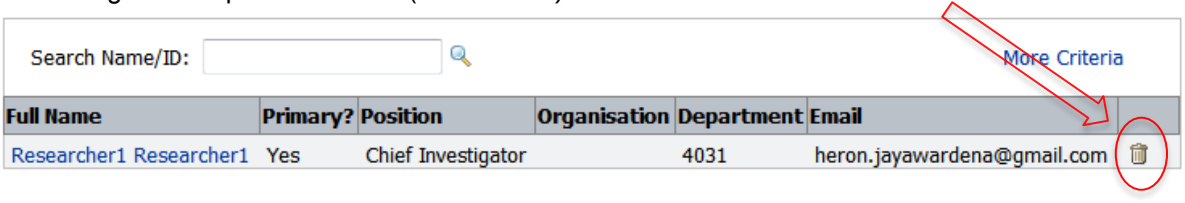

Conflict of Interest
Please select any option(s) below that applies to any MQ investigator on this application *
HOD
Dean
Other Conflict
N/A
Please provide details of the nature of the conflict of interest *

If you select **Other Conflict** you need to provide details of the nature of the conflict of interest in the text box that appears (shown here).

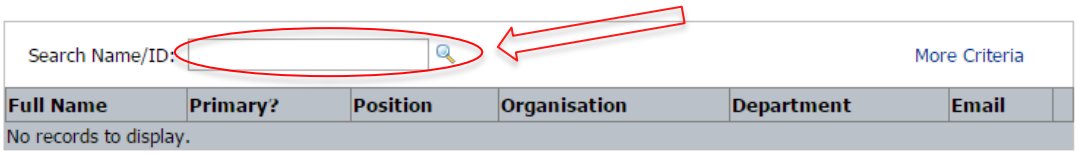
Primary Contact



Note: Primary Contact Details of the first-named Macquarie investigator only are required at the pre-award application stage. If the correct name is not displayed here please delete the current entry using the bin icon at the far right of the person's name (shown here).



Then enter the investigator surname (or MQ ID) in the Search Name/ID text box and click the magnifying glass to the right of the text box to search (shown here).

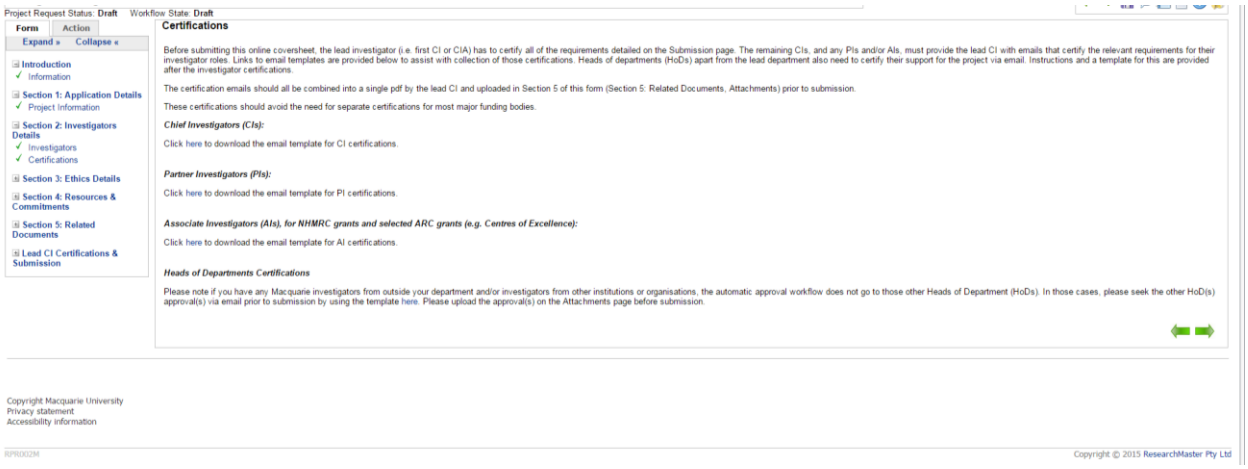


Select the appropriate person, select the necessary role, select Yes to the Primary question and then click the green tick to submit (you may need to scroll to the bottom right of the box to see the green tick).

The Research Office will enter details for other investigators based on the documents included in **Section 5: Related Documents**. Please ensure that certifications are attached for all project investigators. *

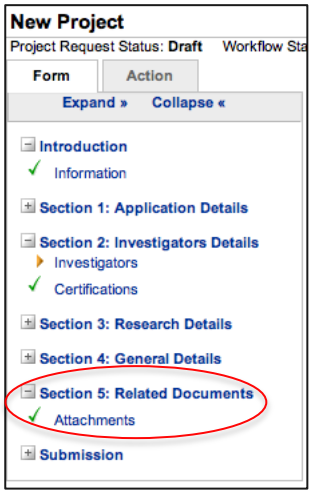
Certifications

This section describes the levels of certification that need to be met by every investigator on your research project request. All certification emails and documents are to be attached (ideally as one document) to your APLI in **Section 5: Related Documents**.


Certifications
Before submitting this online coversheet, the lead investigator (i.e. first CI or CIA) has to certify all of the requirements detailed on the Submission page. The remaining CIs, and any PIs and/or AIs, must provide the lead CI with emails that certify the relevant requirements for their investigator roles. Links to email templates are provided below to assist with collection of those certifications. Heads of departments (HoDs) apart from the lead department also need to certify their support for the project via email. Instructions and a template for this are provided after the investigator certifications.
The certification emails should all be combined into a single pdf by the lead CI and uploaded in Section 5 of this form (Section 5: Related Documents, Attachments) prior to submission.
These certifications should avoid the need for separate certifications for most major funding bodies.
Chief Investigators (CIs):
Click here to download the email template for CI certifications.
Partner Investigators (PIs):
Click here to download the email template for PI certifications.
Associate Investigators (AIs), for NHMRC grants and selected ARC grants (e.g. Centres of Excellence):
Click here to download the email template for AI certifications.
Heads of Departments Certifications
Please note if you have any Macquarie investigators from outside your department and/or investigators from other institutions or organisations, the automatic approval workflow does not go to those other Heads of Department (HoDs). In those cases, please seek the other HoD(s) approval(s) via email prior to submission by using the template here. Please upload the approval(s) on the Attachments page before submission.

Instructions

Go to Section 5: Related Documents

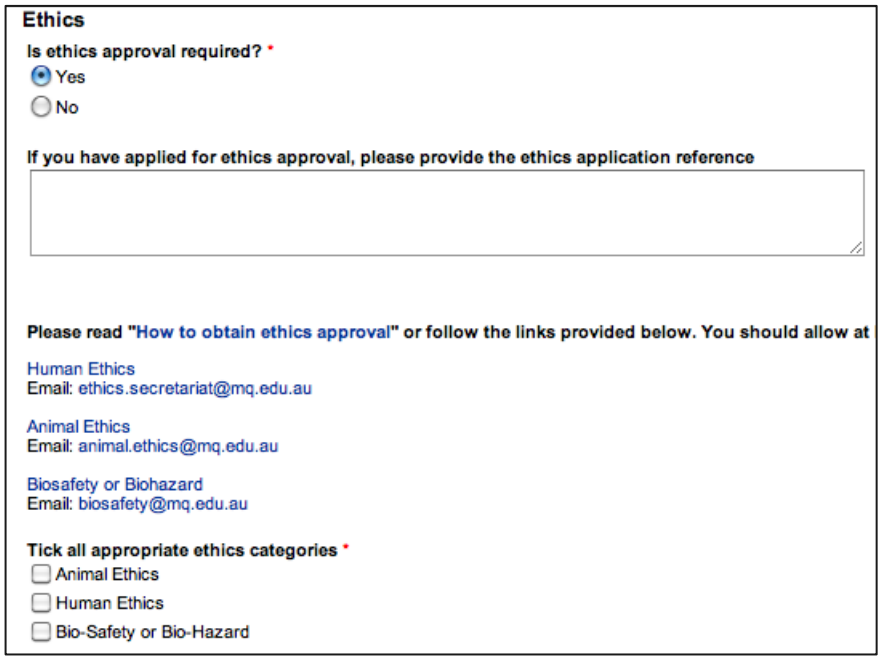


All certifications are attached in **Section 5: Related Documents**. Further description of this section is covered in Section 5.

Section 3: Ethics Details

To access this section, click on the green Next Page icon from the previous section or click on Section 3: Ethics Details in the left menu.

This section of the form allows you to indicate whether ethics approval is required, and if so what type. ***If no ethics approval is required, you select 'No' in this section and then you can simply proceed to the next section with no further action required here.***


Ethics
Is ethics approval required? *
Yes
No
If you have applied for ethics approval, please provide the ethics application reference
Please read "How to obtain ethics approval" or follow the links provided below. You should allow at
Human Ethics
Email: ethics.secretariat@mq.edu.au
Animal Ethics
Email: animal.ethics@mq.edu.au
Biosafety or Biohazard
Email: biosafety@mq.edu.au
Tick all appropriate ethics categories *
Animal Ethics
Human Ethics
Bio-Safety or Bio-Hazard

Instructions

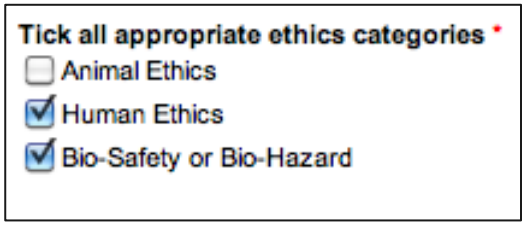
Question 1: Is ethics approval required?

Required.

If you have selected 'Yes' for this question, additional popups will appear. If you have already applied for ethics approval, the first box allows you to enter in the ethics APLI Form reference.

Note: There is a hyperlink ***"How to obtain ethics approval"*** that takes you to the general legal requirements for ensuring that your research project adheres to legal ethics requirements.

Question 2: Tick all appropriate ethics categories



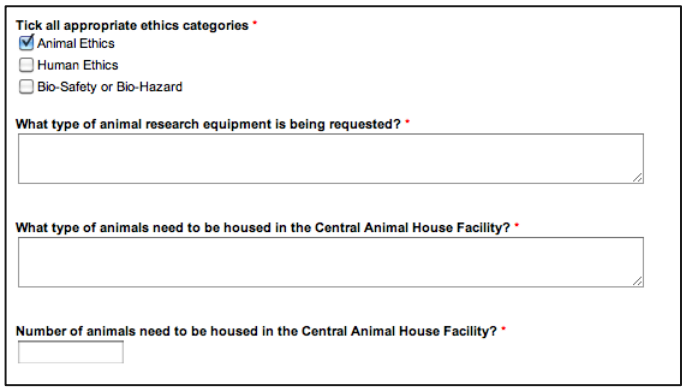
Required.

Select all the appropriate ethics categories for your research project request. If you have selected nothing or only Human Ethics, there are no further requirements on this form and you can proceed to Section 4.

If you select Animal Ethics, go to Question 3.

If you select Bio-Safety or Bio-Hazard Ethics, go to Question 4.

Question 3: Animal Ethics

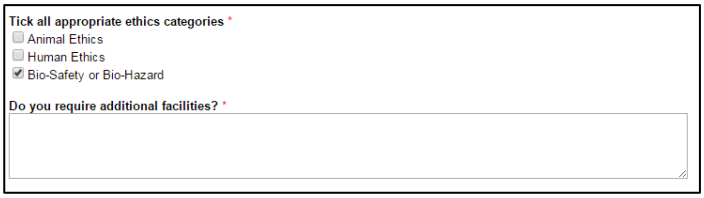

Tick all appropriate ethics categories *
Animal Ethics
Human Ethics
Bio-Safety or Bio-Hazard
What type of animal research equipment is being requested? *
What type of animals need to be housed in the Central Animal House Facility? *
Number of animals need to be housed in the Central Animal House Facility? *

Required.

If you select Animal Ethics, some additional questions will appear asking:

- What type of animal research equipment is being requested?
- What types of animals need to be housed?
- The number of animals that need to be housed.

Question 4: Bio-Safety or Bio-Hazard Ethics



Required.

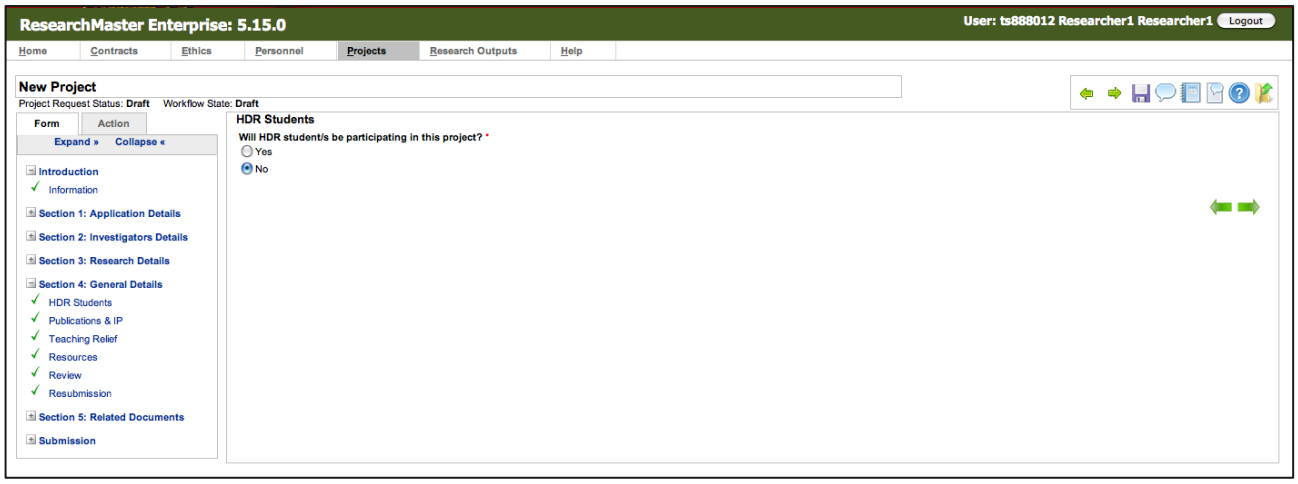
If you select Bio-Safety or Bio-Hazard Ethics, an additional question will appear asking:

- Do you require additional facilities?

Section 4: Resources and Commitments

To access this section, click on the green Next Page icon from the previous section or click on Section 4: Resources and Commitments in the left menu.

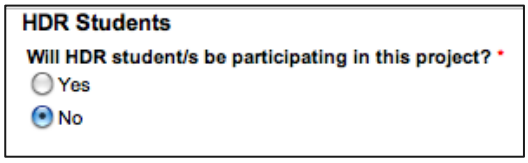
This section lets you indicate how many HDR students will be participating in the project, if a Teaching Relief period is requested, what resources would need to be accommodated within your Faculty, and if you have discussed this with your Faculty first. Each of these areas has its own form under General Details.



HDR Students

Instructions

Question 1: Will HDR student/s be participating?



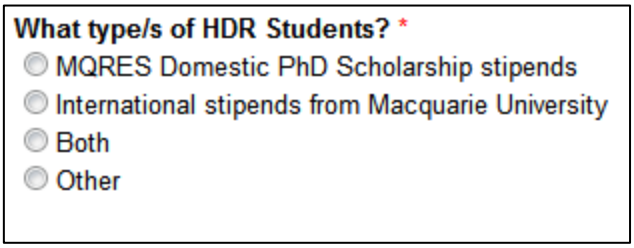
Required

If you answer No.

If there are no HDR students participating in your research project, simply select ***'No'*** and navigate to the next section.

If you answer Yes.

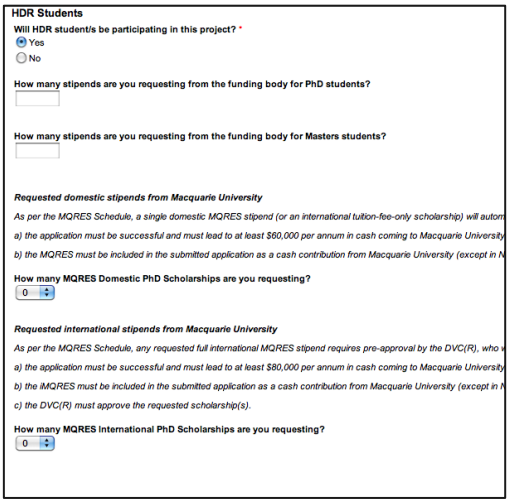
If you select 'Yes', additional questions will appear – see below for details of the additional questions.



Question 2: Will HDR students be participating (Required)?

Please select the type/s of HDR students that will be participating:

- MQRES Domestic students
- International stipends from MQ
- Both
- Other


HDR Students

Will HDR student/s be participating in this project? *

Yes

No

How many stipends are you requesting from the funding body for PhD students?

How many stipends are you requesting from the funding body for Masters students?

Requested domestic stipends from Macquarie University

As per the MQRES Schedule, a single domestic MQRES stipend (or an international tuition-fee-only scholarship) will autom

a) the application must be successful and must lead to at least $60,000 per annum in cash coming to Macquarie University

b) the MQRES must be included in the submitted application as a cash contribution from Macquarie University (except in N

How many MQRES Domestic PhD Scholarships are you requesting?

0

Requested international stipends from Macquarie University

As per the MQRES Schedule, any requested full international MQRES stipend requires pre-approval by the DVC(R), who w

a) the application must be successful and must lead to at least $80,000 per annum in cash coming to Macquarie University

b) the MQRES must be included in the submitted application as a cash contribution from Macquarie University (except in N

c) the DVC(R) must approve the requested scholarship(s).

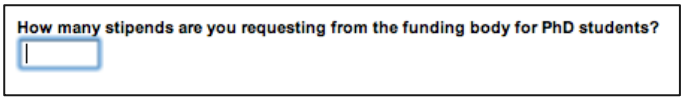
How many MQRES International PhD Scholarships are you requesting?

0

Once you select the types, additional fields will open up. These fields allow you to detail how many stipends you are requesting funding for, what type they are.

These questions are detailed individually below.

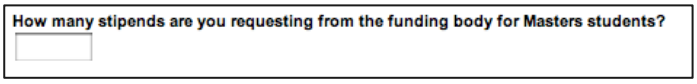
Question 3: How many PhD stipends are you requesting?


How many stipends are you requesting from the funding body for PhD students?

Optional.

Indicate the number of stipends you are requesting from the funding body for PhD students.

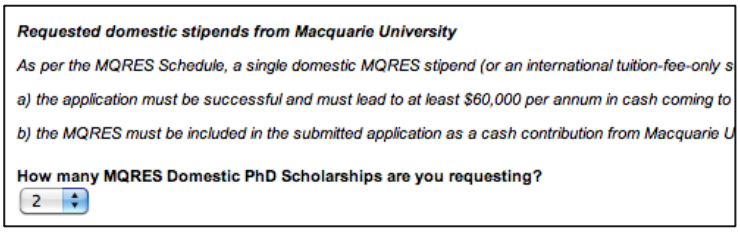
Question 4: How many Masters stipends are you requesting?


How many stipends are you requesting from the funding body for Masters students?

Optional.

Indicate the number of stipends you are requesting from the funding body for Masters students.

Question 5: How many MQRES Domestic PhD scholarships are you requesting?


Requested domestic stipends from Macquarie University

As per the MQRES Schedule, a single domestic MQRES stipend (or an international tuition-fee-only s

a) the application must be successful and must lead to at least $60,000 per annum in cash coming to

b) the MQRES must be included in the submitted application as a cash contribution from Macquarie U

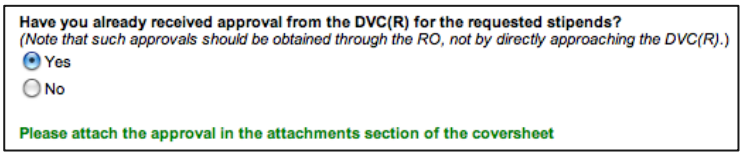
How many MQRES Domestic PhD Scholarships are you requesting?

2

Optional.

This field lets you indicate how many MQRES Domestic PhD stipends you are requesting based on the criteria that you can satisfy (conditions ***a*** and ***b*** are listed here for your convenience).

Question 6: Have you already received approval from the DVC(R) for the requested stipends (Yes, if >1 selected)?


Have you already received approval from the DVC(R) for the requested stipends?

(Note that such approvals should be obtained through the RO, not by directly approaching the DVC(R).)

Yes

No

Please attach the approval in the attachments section of the coversheet

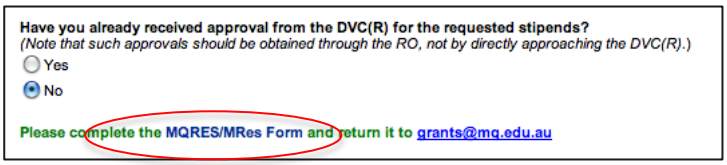
Optional.

If you already have approval for your requested stipends from the DVC(R), attach this approval using the instruction in ***Section 5: Related Documents.***

If you do not have approval yet, go to Question 7.

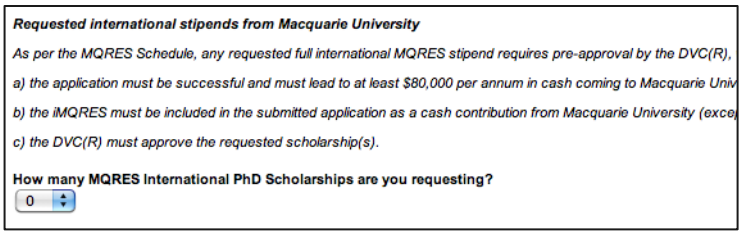
Question 7: Have you already received approval from the DVC(R) for the requested stipends (No)?

Optional.


Have you already received approval from the DVC(R) for the requested stipends?
(Note that such approvals should be obtained through the RO, not by directly approaching the DVC(R).)
Yes
No
Please complete the MQRES/MRes Form and return it to grants@mq.edu.au

Approvals for requested stipends are normally requested through the Research Office, and not by directly approaching the DVC(R). If you do not already have approval, you must complete the MQRES/MRes Form (click on the link within this form as shown here which will open up into a form that you can fill out). Once completed, email it back to

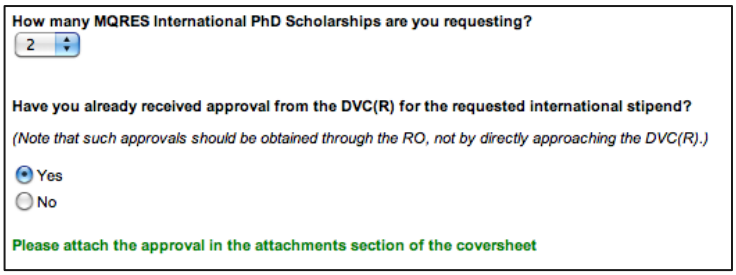
Question 8: How many MQRES International PhD scholarships are you requesting?


Requested international stipends from Macquarie University
As per the MQRES Schedule, any requested full international MQRES stipend requires pre-approval by the DVC(R),
a) the application must be successful and must lead to at least $80,000 per annum in cash coming to Macquarie Univ
b) the iMQRES must be included in the submitted application as a cash contribution from Macquarie University (exce
c) the DVC(R) must approve the requested scholarship(s).
How many MQRES International PhD Scholarships are you requesting?
0

Optional.

This field lets you indicate how many MQRES International PhD stipends you are requesting based on the criteria that you can satisfy (conditions ***a***, ***b, c*** are listed here for your convenience).

Question 9: Have you already received approval from the DVC(R) for the requested stipends (Yes)?

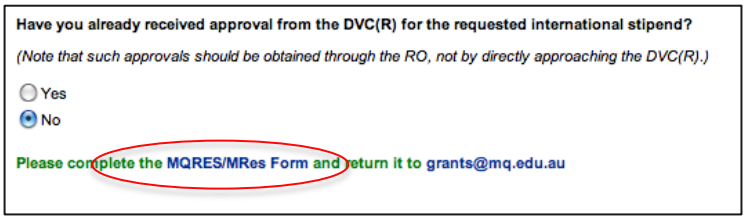

How many MQRES International PhD Scholarships are you requesting?
2
Have you already received approval from the DVC(R) for the requested international stipend?
(Note that such approvals should be obtained through the RO, not by directly approaching the DVC(R).)
Yes
No
Please attach the approval in the attachments section of the coversheet

Optional.

If you already have approval for your requested stipends from the DVC(R), you can attach this approval using the instruction in ***Section 5: Related Documents.***

If you do not have approval yet, go to Question 10.

Question 10: Have you already received approval from the DVC(R) for the requested stipends (No)?


Have you already received approval from the DVC(R) for the requested international stipend?
(Note that such approvals should be obtained through the RO, not by directly approaching the DVC(R).)
Yes
No
Please complete the MQRES/MRes Form and return it to grants@mq.edu.au

Optional.

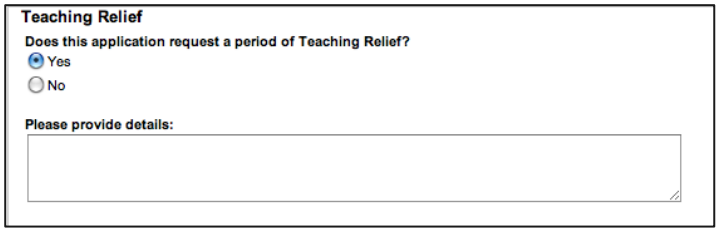
Approvals for requested stipends are normally requested through the Research Office, and not by directly approaching the DVC(R). If you do not already have approval, you must complete the MQRES/MRes Form (click on the link within this form as shown here which will open up into a form that you can fill out). Once completed, email it to mailto:research.preaward@mq.edu.au

Teaching Relief

Instructions

Question 1: Does this application request a period of Teaching Relief?

Required.

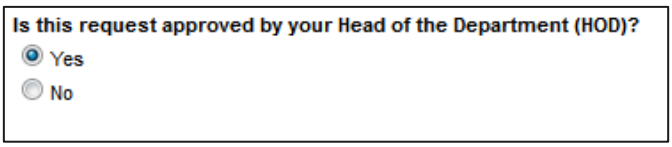


If you answer ***'No'*** to this question, no further explanation is required and you may go to the next section.

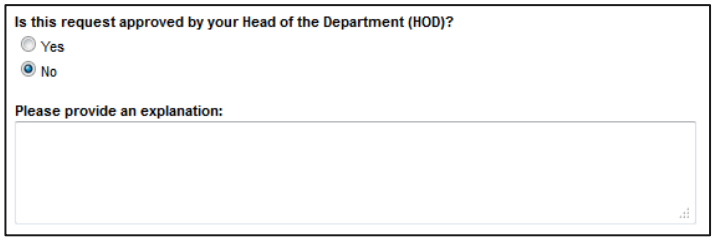
If you answer ***'Yes'***, then an additional text box will open to allow you to provide additional details for your request.

Question 2: Is this request approved by your Head of the Department (HOD)?

Required (if Yes above).



If you answered ***'Yes'*** to Question 1, you must also indicate if you have discussed this with your Head of Department. If you answer ***'Yes'*** to Question 2, no further explanation is required and you may go to the next section.



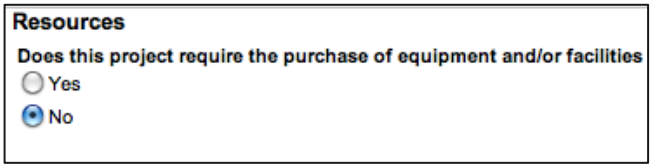
If you answer ***'No'***, then an additional text box will open to allow you to provide an additional explanation as to why not.

Resources

Instructions

Question 1a: Does this project require the purchase of equipment and/or facilities that would need to be accommodated within the Department and/or Faculty?

Required.

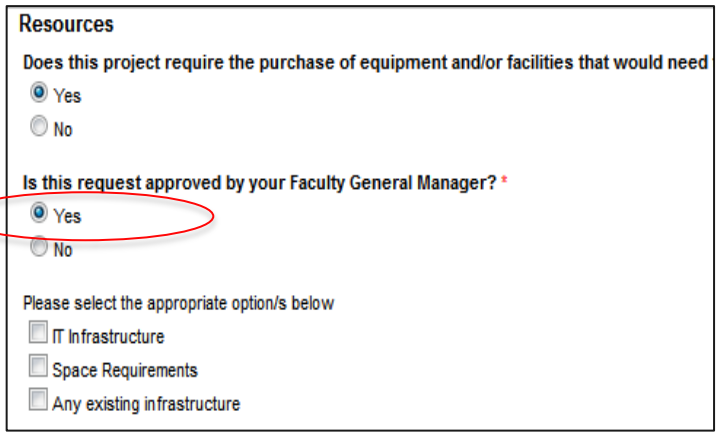


If you answer ***'No'*** to this question, no further explanation is required and you may go to the next section.

If you select 'Yes' you will have different questions to complete depending on your responses. These are indicated as blue sub-questions.

Question 1b: Is this request approved by your Faculty General Manager? – *'Yes'*

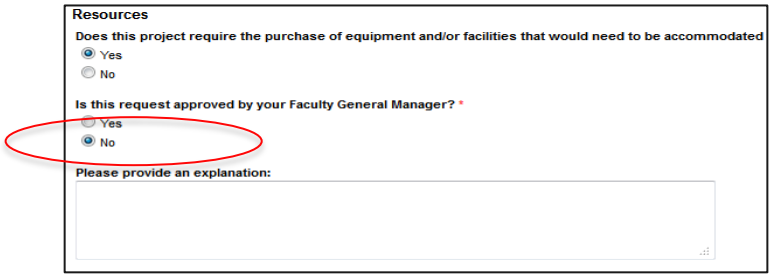
Required.



If you answer ***'Yes'*** to this question (after answering ***'Yes'*** in Question 1a), select which of the three options you have discussed or are needed for your project.

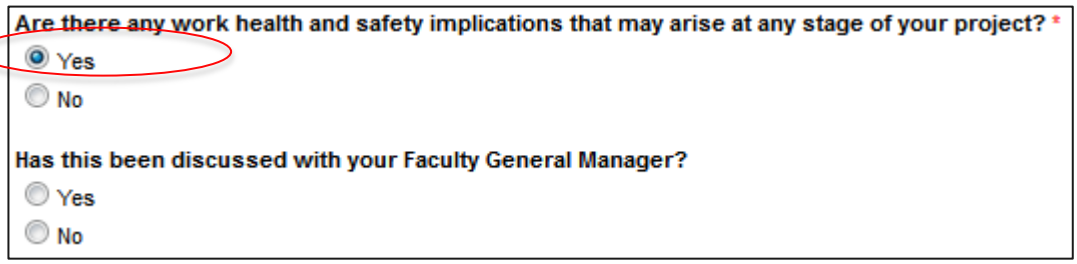
Question 1c: Have you discussed this with your Faculty General Manager? – *'No'*

Required.


Resources
Does this project require the purchase of equipment and/or facilities that would need to be accommodated
Yes
No
Is this request approved by your Faculty General Manager? *
Yes
No
Please provide an explanation:

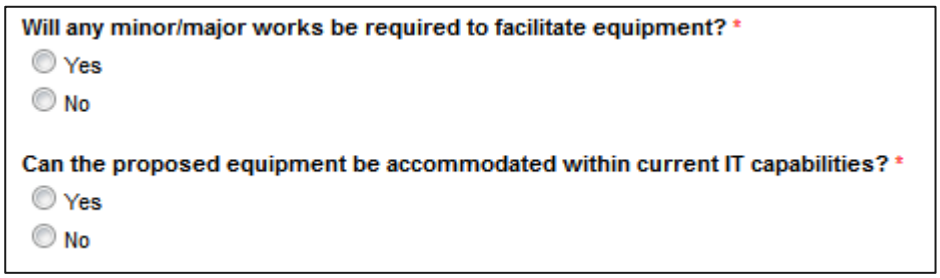
If you answer ***'No'***, then an additional text box will open to allow you to provide an explanation as to why not.

Question 1d: Are there any work health and safety implications that may arise at any stage of your project?


Are there any work health and safety implications that may arise at any stage of your project? *
Yes
No
Has this been discussed with your Faculty General Manager?
Yes
No

Question 1e: Will any minor/major works be required to facilitate equipment?

Question 1f: Can the proposed equipment be accommodated within current IT capabilities?


Will any minor/major works be required to facilitate equipment? *
Yes
No
Can the proposed equipment be accommodated within current IT capabilities? *
Yes
No

Going back to make updates

You can continue to make updates until you actually submit your Application and Project Lifecycle Information (APLI) Form using the Submit Application button in the Submission section. Research Master automatically saves updates when you navigate between sections, but also remember to Save using the Save icon before exiting the Application and Project Lifecycle Information (APLI) form if you intend to come back to it later.

Section 5: Related Documents

To access this section, click on the green Next Page icon from the previous section or click on Section 5: Related Documents in the left menu.

A draft copy of your grant (or partner funded research project) application is required to be uploaded in this section.

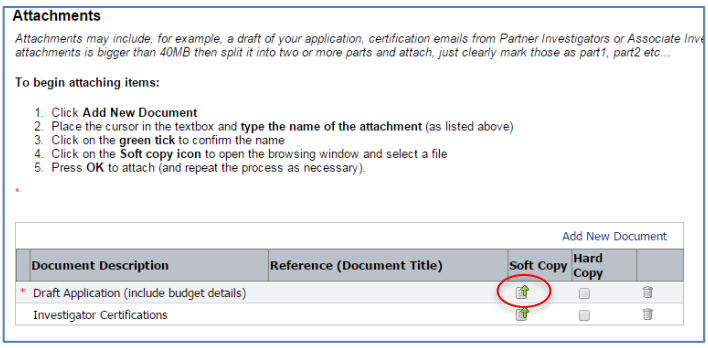
Any and all additional certification documents that support your application and/or project Application and Project Lifecycle Information (APLI) Form can also be attached using this section. It can even include emails, signed letters and digital scans of letters.

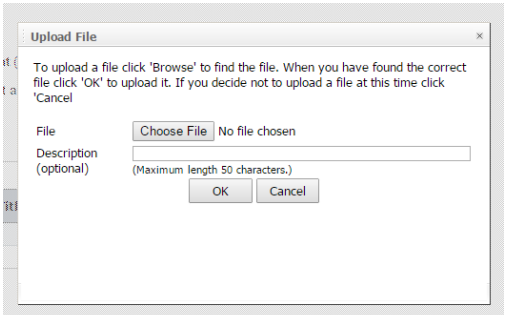
Attachments
Attachments may include, for example, a draft of your application, certification emails from Partner Investigators or Associate Investigators, approvals from the DVC(R) for requested scholarships, etc. Please note that the max size limit is 40MB for an attachment. If any of your attachments is bigger than 40MB then split it into two or more parts and attach, just clearly mark those as part1, part2 etc...
To begin attaching items:
1. Click Add New Document
2. Place the cursor in the textbox and type the name of the attachment (as listed above)
3. Click on the green tick to confirm the name
4. Click on the Soft copy icon to open the browsing window and select a file
5. Press OK to attach (and repeat the process as necessary).
Add New Document
Document Description
Reference (Document Title)
Soft Copy
Hard Copy
Draft Application
Investigator Certifications

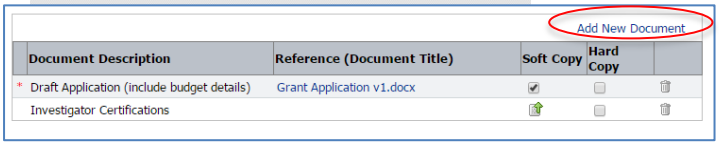
Attachments

Instructions

Adding your documents


Attachments
Attachments may include, for example, a draft of your application, certification emails from Partner Investigators or Associate Inve
attachments is bigger than 40MB then split it into two or more parts and attach, just clearly mark those as part1, part2 etc...
To begin attaching items:
1. Click Add New Document
2. Place the cursor in the textbox and type the name of the attachment (as listed above)
3. Click on the green tick to confirm the name
4. Click on the Soft copy icon to open the browsing window and select a file
5. Press OK to attach (and repeat the process as necessary).
Add New Document
Document Description
Reference (Document Title)
Soft Copy
Hard Copy
Draft Application (include budget details)
Investigator Certifications


Upload File
To upload a file click 'Browse' to find the file. When you have found the correct file click 'OK' to upload it. If you decide not to upload a file at this time click 'Cancel
File
Choose File
No file chosen
Description (optional)
(Maximum length 50 characters.)
OK
Cancel



Required.

Note: there is a 40MB limit for each attachment.

1. Upload a Draft copy of your application.

In the Draft Application (include budget details) row, click the icon under Soft Copy (as shown here).

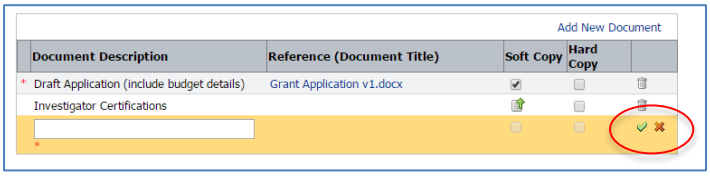
A pop-up window will appear.

Click **Choose File** and then find and select the main application file on your computer. Then click **OK**.

2. If your application consists of multiple documents

Add the rest of the application documents. To do this, click on the **Add New Document** hyperlink shown here. A

new row will appear.

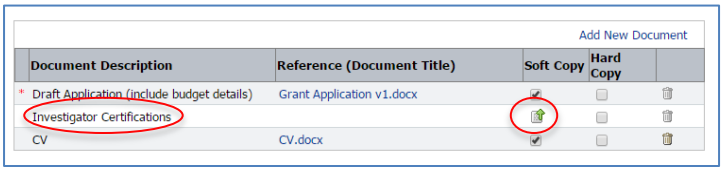


Give the new row a meaningful description (e.g. “CV”) and then click the green tick to save. Or if you decide you don’t want this extra attachment you can select the red cross to delete this row.

Then click the icon under Soft Copy for the new row and find and attach each file in turn as per the instructions above for the main application file.

3. Upload all required certification documents

If there is more than one investigator on this application, then you will need to upload certification documents as per the instructions in **Section 2: Investigator Details – Certifications**.



Follow the instructions above in 1 or 2, first selecting the Soft Copy icon for the **Investigator Certifications** row (shown here) to upload certifications document. Then add additional certification documents if needed.

Note: Ideally all certifications should be in one document.

Submission (Lead CI Certifications & Submission)

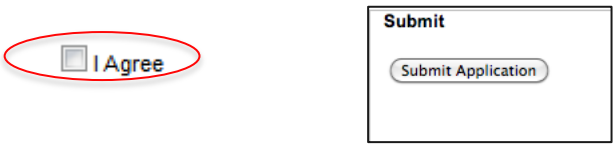
To access this section, click on the green Next Page icon from the previous section or click on Lead CI Certifications & Submission in the left menu, and then click on Pre-Award Submission.

Once you've completed your Application and Project Lifecycle Information (APLI) Form, use the '**Submit Application'** button (shown below) in the Submission section.

Submit

Instructions

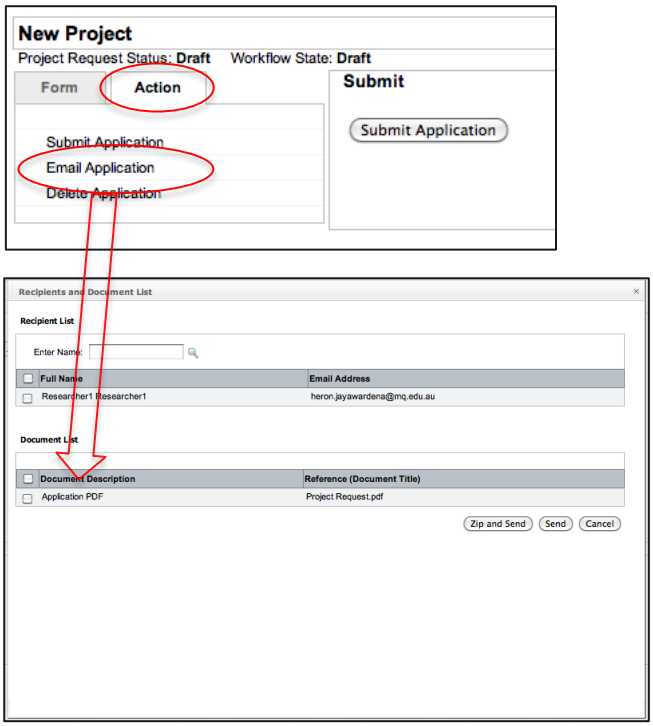
Submitting your APLI



Required.

Read the certification statements.
Tick the **I Agree** tickbox.
Click the **Submit Application** button at bottom of screen.

Action Tab: Email APLI



Optional.
If you click on the Action tab at top left of screen (below title), there is an **Email Application** command that you can select if you wish to email a copy of your APLI Form. When you select this menu item, a popup screen called Recipients and Document List pops up (as shown here).

This dialog lets you search for people to receive you're a copy of your APLI Form as well as sending you're a copy of your APLI Form as a PDF.

After you have submitted your Application and Project Lifecycle Information (APLI)

Once you have submitted your Application and Project Lifecycle Information (APLI) Form, you will receive an **Application Submitted** confirmation email. You can keep track of your application's progress within ResearchMaster. As your application is reviewed, you will receive further notifications to let you know when:

- **Your submission is Complete**
- **Your submission is Rejected**

- **Your submission is Incomplete and Amendments are requested (refer to the next section for instructions on how to do this in ResearchMaster).**

Resubmission of your Application and Project Lifecycle Information (APLI)

Your Head of the Department (HOD), Faculty Research Manager (FRM), Research Partnerships Manager (RPM) or Dean might request amendments to your Application and Project Lifecycle Information (APLI) form once they review it. If you receive an email notification requesting amendments to your Application and Project Lifecycle Information (APLI) form, you can respond by following these steps:

Step 1: Log on to IRIS using the following URL: https://iris.mq.edu.au/rmenet/.

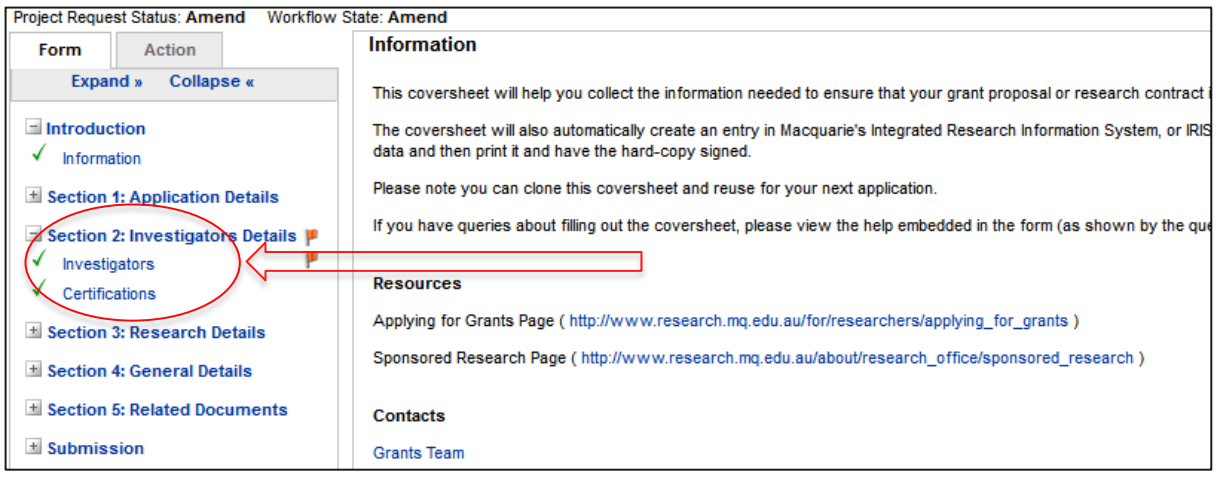
Remember that your User Name and Password will be your OneID.

Step 2: Go to **Projects → Click on My Projects Requests**

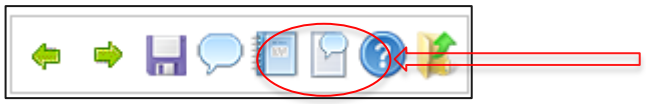
Step 3: On your top left hand corner of the screen you'll see the **Amend** Section. In there you'll see the Application and Project Lifecycle Information (APLI) form that needs to be amended:

Step 4: Click on the Application and Project Lifecycle Information (APLI) form title as shown above to open the record.

Step 5: On the left hand panel you'll see the (red flag), which indicates the section which needs to be amended. Click on the **section** and then the **subsection** where the red flag is to action it.


Project Request Status: Amend
Workflow State: Amend
Form
Action
Expand »
Collapse «
Introduction
Information
Section 1: Application Details
Section 2: Investigators Details
Investigators
Certifications
Section 3: Research Details
Section 4: General Details
Section 5: Related Documents
Submission
Information
This coversheet will help you collect the information needed to ensure that your grant proposal or research contract
The coversheet will also automatically create an entry in Macquarie's Integrated Research Information System, or IRIS
data and then print it and have the hard-copy signed.
Please note you can clone this coversheet and reuse for your next application.
If you have queries about filling out the coversheet, please view the help embedded in the form (as shown by the que
Resources
Applying for Grants Page (http://www.research.mq.edu.au/for/researchers/applying_for_grants)
Sponsored Research Page (http://www.research.mq.edu.au/about/research_office/sponsored_research)
Contacts
Grants Team

Step 6: Once you are in the sub section where the red flag is, Click (Page Comments Icon) on your top right hand corner of the screen.



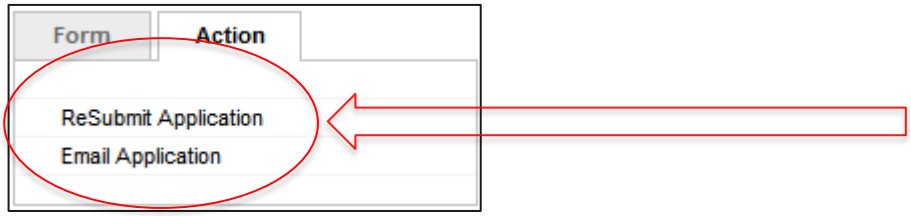
Step 7: You'll then see the below screen pops up, now read the **Comments** and make the amendments requested by the reviewer (Author).

Step 8: If you wish to add a response comment, click on **New Comment** (as shown below) and type your response and click **OK** to save the response.

Step 9: Click on the tick box next to the **Action Note** and then click the **Mark Selected Comments as Responded.**

Mark Selected Comments as Responded becomes grey once you have resolved the requested amendment as shown below.

Step 10: You can now resubmit your Application and Project Lifecycle Information (APLI) Form by clicking the **Action** tab at the top of the left hand panel and then click the **ReSubmit Application**.



Accidental submission of your Application and Project Lifecycle Information (APLI)

If you have accidentally submitted your Application and Project Lifecycle Information (APLI) form, or need to correct a mistake in a submitted APLI form, you can do so by logging a OneHelp ticket and directing it to the Research Office as soon as possible.